

CLASS TITLE:**CLAIMS EXAMINER II
(WORKERS' COMPENSATION
ADMINISTRATIVE FUND)****Class Code: 02535300****Pay Grade: 25A****EO: B****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To be responsible for the investigation, evaluation and processing of all types of reimbursement requests received from insurers, self-insured employers and injured workers in compliance with the provisions of the Workers' Compensation Act governing reimbursement from the Second Injury Indemnity Fund; to supervise staff assisting in these tasks; to oversee the implementation of the annual cost-of-living adjustment; to assist legal counsel with preparation for hearings before the Workers' Compensation Court; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some significant latitude in the exercise of initiative and independent judgement with regard to the distribution of work assignments and the processing of reimbursements after the initial acceptance of the claim for reimbursement.

SUPERVISION EXERCISED: Plans, directs, and coordinates the work of a staff of claims examiners and clerical employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the investigation, evaluation and processing of claims for reimbursement submitted by insurers and self-insured employers under the provisions of the Workers' Compensation Act governing reimbursement from the Second Injury Indemnity Fund, including but not limited to communicating with insurers, self-insured employers and attorneys as a representative of the Fund, reviewing information received for compliance with the Act and rules and regulations for acceptance or denial of the claim, and compiling a summary of the information submitted for review by the Administrator.

To oversee and actually compute assessments to produce the annual collection, and to monitor penalties under the Workers' Compensation Administrative Fund.

To oversee the implementation of the annual cost-of-living adjustment.

To be responsible for approval or denial of reimbursement of payments on claims found to be eligible under the Workers' Compensation Act.

To assign work to a staff of claims examiners and clerical employees.

To compile regular statistical reports and other reports as required.

To monitor ongoing claims for continued eligibility under the Act.

To schedule medical examinations, arrange for rehabilitation services and arrange for surveillance of injured workers in appropriate circumstances.

To assist in development of rules, regulations, procedures, and forms for processing of claims to the Fund.

To provide technical advise and assistance to all parties including insurance adjusters, state claims examiners, attorneys, self-insured employers and injured workers, regarding the Fund.

To conduct training sessions regarding the Fund for insurance adjusters and self-insured employers.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Rhode Island Workers' Compensation Act, with particular emphasis on those provisions regarding the Second Injury Indemnity

fun, and the ability to apply such knowledge to the investigation, evaluation and processing of all types of claims made to the Fund; a thorough knowledge of the principles, practices and techniques of assessing workers' compensation premiums and fees, and the ability to collect those assessments; a working knowledge of medical terminology as it relates to injuries, occupational diseases, disabilities, and rehabilitation, and a working knowledge of legal terminology and procedures utilized in the workers' compensation field; the ability to use and recommend improvements to a computer data processing system used for recordkeeping and processing of payments; the ability to effectively supervise subordinate personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education with courses in business administration, management, economics or other related fields; and

Experience: Such as may have been gained through: considerable experience as a Workers' Compensation Claims Examiner involved in the investigation, evaluation and processing of claims made to the Second Injury Indemnity Fund, including the use of computer data processing system.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: 2-1-1998

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